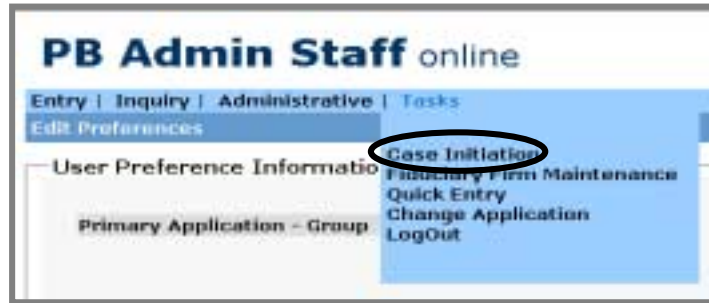


CHAPTER 2 – CREATING A CASE

CASE INITIATION

To create a new case click '**Tasks**' on the Menu bar. From the drop-down list choose **Case Initiation**.



In this screen you will enter:

- | | |
|---|---|
| (1) Type of Case | (6) Court location (Mesa or Downtown) |
| (2) Case Number (no need to use "PB" designation) | (7) Date of Filing |
| (3) Format (5, 6, or 10 digit number) | (8) Case Notes |
| (4) Primary and (5) Additional Subcategories | (9) Access Control (one available choice) |
| | (10) Closing date (automatic trigger fills in this field once the case has been closed) |

✓ All categories (except Case Number) have drop-down lists or calendars to choose information from.

Click **Continue** to allow iCIS to search for case number duplication

Use **Cancel** to cancel the new case and return to the previous screen

Use **Clear** to empty all the fields but case number and file date

Once you have filled in the fields, click **Continue**. iCIS will perform a search to make sure you are not duplicating an existing case number. If the case number is accepted, the 'Add Parties to Case' window opens.

ADD PARTIES TO CASE

Fill in each field with information about the parties in the case. Check the 'Other' box at the right to designate parties who are not true or legal (have not filed or paid a filing fee).

PB Admin Staff online

Entry | Inquiry | Administrative | Tasks

Add Parties To Case

New People In Case

Bus. Prefix	First Name	Middle Name	Last Name	Suffix	DOB	Sex	Relationship	Role	Start Date	Other
<input type="checkbox"/>	John	D	Doe	Sr.	6/18/51	M	Uncle	Trustee (TS)	4/22/20	<input type="checkbox"/>
<input type="checkbox"/>	Mary	S	Doe		3/7/59	F	Mother	Objector	4/22/20	<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>

Existing People In Case

Start Date End Date

Continue **Add More**

If the case involves a business, check here. The fields will change as in the example below

Clicking 'Continue' will check for duplicate names or open an additional screen for party information

Clicking 'Add More' will start a search by iCIS for duplicate party names and empty the above fields to allow the addition of more parties to the case

Add Parties To Case

New People In Case

Bus. Business Name	Existing Business Name	Relationship	Role	Start Date	Other		
<input type="checkbox"/>	John D. Doe, Sr.	6/18/51	M	Uncle	Trustee (TS)	4/22/20	<input type="checkbox"/>
<input type="checkbox"/>	Mary S. Doe	3/7/59	F	Mother	Objector	4/22/20	<input type="checkbox"/>
<input checked="" type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>

NOTE:

If your case has more than 5 parties, fill in all of the boxes then click the **Add More** button. iCIS will check for duplicates, then empty the fields to allow more parties to be added.

When you have finished typing the party information click the '**Continue**' button

PARTY INQUIRY SCREEN

iCIS will now perform a search and return any duplicate, existing party names.

The screenshot shows the 'PB Admin Staff online' interface. At the top, there's a navigation bar with 'Entry | Inquiry | Administrative | Tasks' and a 'Help' link. Below this is a 'Search Criteria' section with a table containing the following data:

Last Name	First Name	DOB	Sex	Relationship	Role
Doe	John	05/10/1951	Male	Uncle	Trustee (TST)

Below the table are two buttons: 'Add As New' and 'Disregard Entry'. Below these buttons is a section titled 'Database Matches For Attempted Entry' with a table listing search results:

(IF PERSON) - Last Name, First Name, DOB, SEX, SSN (IF BUSINESS) - Business Name				
Day, John, Kevin	Male		Add To Case	More Info
Doa, John, Edward	Male		Add To Case	More Info
Doa, John, B	Male		Add To Case	More Info
Dawey, John, Richard	Male		Add To Case	More Info
Day, John, Hardin	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info
Doa, John,	Male		Add To Case	More Info

Arrows from the text below point to the 'Add As New' button, the 'Add To Case' link in the matches table, and the 'Disregard Entry' button.

If the party you added already exists you can click the '**Add To Case**' link. The party name will be added to the new case and successive names will be checked for duplication. Choosing this option will allow iCIS to display all related cases for the party in the **Related Cases** screen and on the **Main Page**.

→ If the party name does not exist, click the '**Add As New**' button. The name will be added to the case and successive name will be checked for duplication.

If you do not wish to add the name, click '**Disregard Entry**'. The first name will disappear and successive names will be checked for duplication. ←

When all party names have been added and checked for duplication, the '**Add Parties To Case**' screen will reappear.

The added parties will be listed in the lower section, '**Existing People in Case**'.

The screenshot shows the 'PB Admin Staff online' interface. The 'New People In Case' section contains a table with columns: **Bus. Prefix**, **First Name**, **Middle Name**, **Last Name**, **Suffix**, **DOB**, **Sex Relationship**, **Role**, **Start Date**, and **Other**. Below this is the 'Existing People In Case' section, which lists parties with their **Name**, **Role / Relationship**, **Start Date**, and **End Date**. The table shows two entries: 'Doe, John' with role 'Trustee (TST)/Uncle' and 'Doe, Mary' with role 'Objector'. At the bottom, there are 'Continue' and 'Add More' buttons. An arrow points to the 'Continue' button.

Click **Continue** to resume the case initiation process.

Party Information

A party information screen will open. The upper window contains fields for entering personal information for each party such as social security number, phone numbers and email address.

The screenshot shows the 'PB Admin Staff online' interface with the 'Social Security Numbers, etc' section. The 'New Social Security Numbers, etc for People in Case' section contains a table with columns: **Name**, **SSN**, **Home Phone**, **Work Phone**, and **Mobile Phone or Mail Address**. The table lists three parties: 'Doe, John', 'Doe, Mary', and 'Hanson, Steve'. Below this is the 'Information Already on File' section, which lists parties with their **Name** and **Role**. The table shows three entries: 'Doe, John' with role 'None', 'Doe, Mary' with role 'None', and 'Hanson, Steve' with role 'None'. At the bottom, there is a 'Continue' button.

The lower window displays information already on file for the parties.

Fill in the upper fields with party information and click the **Continue** button.

PB Admin Staff online

Entry | Inquiry | Administration | Tools

Social Security Numbers, etc.

New Social Security Numbers, etc for People in Case

Name	SSN	Home Phone	Work Phone	Mobile Phone or Cell Address
Don, John	020-45-6232	400-445-05	002-001-02	
		Ext	Ext	
Don, Mary	024-55-1511	400-445-05		
		Ext	Ext	
Hanson, Steve	025-00-9090		002-00-788	shanson@bma

Information Already on File

Name	SSN
Don, John	None
Don, Mary	None
Hanson, Steve	None

Continue

Person Address

The **Person Address** screen will open. Enter the party's address making sure you (1) check the 'Primary Address' checkbox if this is the party's main address and (2) choose the type of address (Home, Work, Mailing, Care Of).

If there are more addresses for this party, click the **Add More** button and fill in the fields again.

PB Admin Staff online

Entry | Inquiry | Administration | Tools

Person Address: Don, John

Enter New Address:

Street: 1415 E Verano Street 2:
City: Glendale State: Arizona
Zip Code: 85110 Country: United States
Is this the primary address? ☐ Type: Home Start Date: 4/03/2002
Or Pick an Existing Address in this Case:
There are no existing addresses for this Person.

Continue **Add More**

If the party's address already exists in iCIS, use the drop-down arrow to pick the existing address.

Click **Continue** to move to the next party's address screen.

When the final address screen is complete, iCIS will automatically open the **'Fees'** screen.

FEEES

All parties in the case will be listed alphabetically in the **Fees** screen

Click the drop-down arrow to choose the type of fee owed by each party.

The screenshot shows the 'PB Admin Staff online' web application. The page has a blue header with navigation links: 'Entry', 'Inquiry', 'Administrative', and 'Tools'. Below the header, there's a section titled 'Fees for People in Case'. It contains a table with columns 'Name' and 'Fee Type'. The 'Name' column lists 'Don, John', 'Don, Mary', and 'Hanson, Steve'. The 'Fee Type' column has a dropdown menu. An arrow points to this dropdown menu, which is shown in a larger view on the right. The dropdown menu is titled 'Fee Type' and lists four options: 'Paid', 'N/A', 'Deferred', and 'Co - Chg'.

Fees for People in Case	
Name	Fee Type
Doe, John	Paid
Doe, Mary	N/A
Hanson, Steve	N/A
Hanson, Deborah J	Deferred

Click **Continue** to resume the case initiation process.

ATTORNEYS IN CASE

The **Attorneys In Case** screen opens next. The upper section contains four fields where criteria can be entered to search for an attorney. The center section displays a listing of all parties in the case.

To search for an attorney fill in at least one criteria field and click the Search button at the bottom of the screen.

The screenshot shows the 'PB Admin Staff online' interface. The 'Attorney Search Criteria' section has four input fields: 'Last Name', 'First Name', 'Middle Name', and 'BarID'. The 'Search Results' column is empty. Below this, the 'Parties to Assign' section has a 'Party' dropdown and an 'Assign Reason' dropdown. The 'Assign Date' is set to 'N/A'. The 'Type' section has radio buttons for 'Primary' and 'Additional'. The 'Existing Assignments' section is empty. At the bottom, there are buttons for 'Search', 'Save', 'Add More', and 'Return'.

Click the drop-down arrow under Search Results to view the matching attorney names.

The screenshot shows the 'PB Admin Staff online' interface. The 'Attorney Search Criteria' section has the 'Last Name' field filled with 'Smith'. The 'Search Results' column is now populated with a list of attorneys. The 'Parties to Assign' section has the 'Party' dropdown set to 'Smith'. The 'Assign Reason' dropdown is set to 'N/A'. The 'Assign Date' is set to 'N/A'. The 'Type' section has radio buttons for 'Primary' and 'Additional'. The 'Existing Assignments' section is empty. At the bottom, there are buttons for 'Search', 'Save', 'Add More', and 'Return'.

Last Name	First Name	Middle Name	BarID	Search Results
Smith				Search Results (50 rows)
				Smith, Adam J. (011404)
				Smith, Brian Edward (011405)
				Smith, Brian E. (011406)
				Smith, Bruce C. (011407)
				Smith, Christopher J. (011408)
				Smith, David (011409)
				Smith, David (011410)
				Smith, David J. (011411)
				Smith, David J. (011412)
				Smith, David P. (011413)

Select an attorney's name from the drop-down list and the attorney's Bar ID# will populate the matching field in the center section. The 'Assign Date' will be populated with the case filing date automatically and the 'Type' will be set to Primary by default.

The screenshot shows the 'PB Admin Staff online' interface. The 'Parties to Assign' section has a 'BarID#' field populated with '002759' and an 'Assign Date' of '5/7/2002'. The 'Assign Reason' dropdown is set to 'Notice Of Appeal'. The 'Parties to Assign' list shows four options: Doe, John (Trustee (TST)), Doe, Mary (Objector), Hanson, Steve (Physician), and Hanson, Deborah J (Fiduciary). The 'Type' is set to 'Primary'.

Choose an **Assign Reason** from the drop-down list

Choose the party to whom the attorney is being assigned by placing a check in the box in front of their name.

Click **Save** at the bottom.

Note:

If you will be assigning more than one attorney at this time, click the '**Add More**' button instead of **Save**. iCIS will save the attorney assignment, then empty the fields to allow more attorney/party assignments.

In the **Existing Assignments** section at the bottom of the screen all parties in the case are listed along with their current attorney information.

The screenshot shows the 'Existing Assignments' section. It contains a table with the following data:

Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
Att	Smith, Brian Edward	010459	Active	5/7/2002	Notice Of Appeal		
Att	Pro Per	000000	Active	4/22/2002		5/7/2002	

Below the table are buttons for 'Search', 'Save', 'Add More', and 'Return'. Arrows point to the 'Withdraw Date' and 'Withdraw Reason' columns in the second row.

If an attorney withdraws from a case, fill in the Withdraw Date and Withdraw Reason then click the **Save** button.